

DD/A 75-1134

MEMORANDUM FOR: Director, Equal Employment Opportunity
SUBJECT : Observations on and Proposals for Agency EEO

1. Reference is made to your request for comments on the draft memorandum to the Director of Central Intelligence which reflects your views on the Agency EEO Program. I very much appreciate the opportunity to review the report, and I took the liberty of referring it to the Office of Personnel because so many aspects of the program impact on that component.

2. I have attached a copy of my questions to the Office of Personnel on 24 February, and the responses provided on 3 March 1973. There are two specific points which I would wish to reaffirm and emphasize in connection with this aspect of the program. First, I strongly endorse the recommendation that the Office of Personnel work with the Director, EEO in jointly conducting a study on Upward Mobility, and develop specific proposals for consideration by the CIA Management Committee. Secondly, I feel quite strongly that a serious effort should be made to convince the U.S. Civil Service Commission that we should report on a fiscal year basis because of our heavy commitment and involvement with the Annual Personnel Plan (APP), and the Personnel Development Plan (PDP). In effect, we are keeping two sets of books on EEO; there is duplication of effort; and it does generate some confusion; and it certainly is less efficient.

3. With respect to the Office of Training, I have two observations. First, I don't think there is a real need to expand EEO training courses because we are making headway in spreading the EEO message through existing courses, such as Trends and Highlights, Midcareer, and Senior Seminar. I am also advised that the two-day EEO Seminar is planned to run ten times this year, with 25 students per running. The Director of Training has also come in with the idea that we might have a 1/2-day program in the auditorium for all employees,

somewhat along the lines of the Security Reindoctrination Program. I would suggest that the Office of Training work with the Director, EEO in jointly developing a specific program and refer it to the CIA Management Committee for consideration.

4. The second point relates to the requirement that women and minority group members receive a "fair share" of external full-time training. I am advised that one of the problems encountered by the Training Selection Board relates to the limited number of blacks and women in the appropriate grades for these programs. In spite of this, qualified blacks, other minorities, and women are often sent to more programs than the overall Agency population. Of 37 full-time academic trainees, approximately 30 percent (or 11) are women, two of whom are black. Of the total, 8 percent (or 3) are black.

5. Overall, I think your report to the Director is very enlightening, and I feel that he will find it interesting reading.

John F. Blake
Deputy Director
for
Administration

Atts: DD/A 75-1135/0879)

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